



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Matthew R. Hughes
Subject: Technical Vacancy
Date: May 14, 2010

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement Monday, May 17, 2010, in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Friday, May 28, 2010**. Applicants will not be accepted after that time and date. **A copy of each applicant's ACTIVE Illinois Professional Engineer License MUST accompany application for this position.**

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Halie Zulauf or Karla Gathard at 217/782-5594.

CE V Project Development Engineer
 Bureau of Local Roads
 Division of Highways
 Springfield

Attachments
34631

Resumes **must be received** by the Bureau of Personnel Management, Room 110, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/782-0931) by **Friday, May 28, 2010**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on applications or resume. Applicants will be notified in writing to schedule interviews. **A copy of each applicant's ACTIVE Illinois Professional Engineer License MUST accompany application for this position.**



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification: Civil Engineer V

Salary Range: \$5,635 - \$9,115

Position Title: Project Development Engineer

Union Position: ☒ Yes ☐ No

Position Number: PW115-23-50-402-00-01

IPR#: 34631

Office/Central Bureau/District/Work Address:

Division of Highways/Bureau of Local Roads and Streets/2300 S. Dirksen Parkway, Springfield, IL

Description Of Duties:

This position is accountable for providing technical guidance, coordination, evaluation, and approval of location, design, and environment reports for local agency projects, and oversight of the implementation of the motor fuel tax (MFT) maintenance and construction programs administered by the district Bureaus of Local Roads and Streets and local agencies.

Special Qualifications:

The following criteria is required:

- An Illinois Professional Engineer license

The following criteria is desired:

- Nine years of experience in civil engineering of which at least five years should be in the specific area of highway engineering, three years of which should have been supervising engineering functions.

Shift/Remarks:

8:00am - 4:30pm / Monday - Friday

Please limit application and/or resume to two pages.

ILLINOIS DEPARTMENT OF TRANSPORTATION POSITION DESCRIPTION

DATE:	04-01-09	POSITION:	Project Development Engineer
APPROVED BY:	<u>Darrell Lewis</u>	OFFICE/DIVISION:	Highways/Bureau of Local Roads and Streets
CODE:	PW115-23-50-402-00-01	REPORTS TO:	Local Project Implementation Engineer

Position Purpose

This position is accountable for providing technical guidance, coordination, evaluation and approval of location, design and environmental reports for local agency projects. The incumbent provides oversight in the implementation of the motor fuel tax (MFT) maintenance and construction programs administered by the district Bureaus of Local Roads and Streets and local agencies.

Dimensions

Miles of Local Agency Highways:	140,000
Local Agencies Served:	2,850
Annual Program:	
Local Federal-Aid Projects:	400
Local Federal-Aid Dollars:	\$300 Million
State Funds (Township Bridge, Economic Develop & Truck Access):	\$150 Million
Motor Fuel Tax:	\$400 Million

Nature and Scope

This position reports to the Local Project Implementation Engineer. No subordinates report to this position.

The environment of this position includes evaluations necessary for the department's approval of the location, environment, and design phases of projects for all local federal-aid programs. These evaluations provide specific guidance and direction to regions/districts, local agencies, and their consultants in the development of location, design, and environmental reports vital in obtaining state and federal approval for local agency improvements. The incumbent oversees the environmental review of MFT Projects and provides administrative direction to the district bureau chiefs on matters involving MFT policy and procedure interpretations, the operation of the Illinois Highway Code, and the use of MFT and various Federal-aid funds. The incumbent provides a broad range of engineering and statutory guidance and advice to both district Local Roads' personnel and local agency officials for urban and rural transportation facilities. This is a unique position in that it has final departmental approval on selected projects at periodic district project coordination meetings. This process requires extensive working knowledge of location and design techniques, geometric policies and other engineering applications, and the ability to interpret federal and state environmental laws and regulations regarding their application to local agency projects.

The goal and greatest challenge of this position is to attain the most cost effective alternative for each local agency project, to be consistent with the transportation needs of the local agency and the state, and to assure protection of the environment. A key responsibility is the resolution of problems which arise in the developmental phase of projects including the public involvement process. Typically, the position must ensure that new state and federal regulations, which are sometimes retroactive, are incorporated in the appropriate projects. Consistent application of MFT policies and procedures across agencies and districts is a key determinant in oversight of the MFT program.

The incumbent personally coordinates environmental surveys for the local projects with the Bureau of Design and Environment. The incumbent determines which projects can be developed as being categorically excluded from the NEPA process and when appropriate, obtains the concurrence of the Federal Highway Administration. The position reviews environmental assessments and ECAD's and recommends approval to the Federal Highway Administration. The position coordinates review of environmental impact statements with the Bureau of Design and Environment and provides the department's recommendation on environmental documents to the Federal Highway Administration. The incumbent resolves a wide range of design problems, reviews Project Development Reports, review intersection design studies, and recommends design approval and approval of variances by the department for local agency projects under federal exempt status and MFT procedures. The position coordinates design approvals with the Bureau of Design and Environment for local agency projects involving the state highway system.

This position has authority to approve Level One deviations from policies within the established limits shown in the *Bureau of Local Roads Manual*. Only those matters which are outside of the broad limits of established policy and procedures are referred, with recommendations, to the Local Project Implementation Engineer. Actions are governed by federal and state law, FHWA directives and policies, federal regulation, and MFT policies and procedures. This position is constrained by department rules and regulations. This position participates in the project coordination meetings for assigned districts with district, local agency, and FHWA representatives and travels frequently for field investigations of specific projects.

This position has frequent contact with Local Policy and Procedures, Project Support Unit, Bridge, and Planning and Programming Units, assigned districts, and various central bureaus within the department, including the Office of Planning and Programming, the Division of Traffic Safety, and Bureaus of Safety Engineering, Land Acquisition, Operations, Design and Environment, Materials and Physical Research, Bridges and Structures, Construction and their counterparts in the districts. Outside of the department, the position is in contact with other state and federal agencies, local agencies, their consultants, and the FHWA. The incumbent also has frequent contact with citizens who make written, email or telephone inquiry to the Governor's Office, Secretary of Transportation, or other state agencies regarding the maintenance, construction or design features of local agency highway systems. The incumbent is often responsible for preparing correspondence for the department to address inquiries concerning the local highway system from elected officials. The incumbent is assigned specific collateral duty areas and is responsible for answering questions and keeping up to date on the assigned area. The incumbent may be assigned to represent IDOT at FHWA process reviews related to these collateral duty areas.

The effectiveness of this position is measured by the timely approval of the local agency's transportation projects which results in a safe and cost-effective local highway system.

Principal Accountabilities

1. Ensures that local agency projects are developed, accomplished, and financed within legal and technical constraints.
2. Recommends departmental concurrence in categorical exclusions and recommends FHWA action on environmental assessments, environmental impact statements, and other environmental documents for local Federal-aid projects.
3. Recommends departmental approval of design and location studies for local federal-aid projects.
4. Represents the department at the district coordination meetings in order to give guidance and direction to districts, local agencies, and consultants, and to exercise departmental approval on location and design studies, policy variances, and categorical exclusions for selected local projects.

5. Guides and directs the districts and local agencies in developing projects which are safe, cost effective, engineering feasible, environmentally sound, consistent with the transportation needs of the state, and in compliance with state and federal regulations.
6. Provides liaison between various agencies in order to expedite the approval of proposed local agency projects.
7. Initiates and provides input into new and existing policies, procedures, and materials specifications.
8. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.